

CONFIDENTIAL
Security Information

Trans. Reports
RETURN TO
RECORDS MANAGEMENT
ADMINISTRATIVE SERVICE
10 November 1952

MEMORANDUM FOR: Chief, Printing and Reproduction Division
Chief, Space Maintenance and Facilities Division
Chief, Records, Reports and Statistics Division ✓

SUBJECT: Proposed Report of Operations

1. I am sending you herewith a proposed Report of Operations which I believe can be used in submitting weekly and monthly reports on the operations of your office. The purpose of one type of report for both weekly and monthly reporting is to:

- a. Eliminate the present unnecessary or duplicate reporting.
- b. Insure that the reports will provide the most simple and direct methods of reporting and that the use of the reports will be used and understood by those preparing the reports.
- c. Provide adequate information for the purposes intended.

2. I believe that this type of report can be used within your office by supervisors of a group and, to a lesser extent, by individuals assigned to projects. Reports should be made in accordance with the pattern of organization and responsibility. For example, the Chief of the Microfilm Section needs detailed information on the operations and production of each person in his Section. The Chief, Microfilm Section should summarize this information and report to his supervisor. The Chief, Photography Branch would summarize the information received from all sections of his Branch and report to his supervisor, the Chief, Printing and Reproduction Division. The Chief of the Division then summarizes the information pertaining to the Division and reports to the Chief, General Services.

3. The detailed monthly reports on Workload Statistics and the Work Improvement Program will be attached to the monthly report as Appendices B and C. However, significant information pertaining to or affecting workloads and improvement projects will be included in weekly reports under the appropriate programs.

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Division Chiefs, OGS

10 November 1952

4. Under paragraph c. the status on current projects will be reported weekly. Do not confuse project reporting with workload statistics. It is true that projects are actually part of the workload, but as such will be reflected in the monthly statistical report and thereafter if the project once established is of a re-occurring nature. Until such time as a project is completed or established, the progress of the project will be reported weekly. Once a project has been reported in detail as outlined in Appendix A, weekly progress can be reported by making reference to the project number.

5. It is my desire that you study this proposed report and give me your unqualified recommendations on the format and the information desired. There may be items which you wish to add which will aid you in the daily operation and supervision of your office. I would like for each of you to discuss any proposed changes and your recommendations with Mr. [] prior to 15 December 1952.

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Chief, General Services

Att.

OGS/HJP:lrw

Would like to discuss them 9.00 A.M. Dec 11, 52

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NEW Project ~~Status~~ Report: ☐ Monthly
☐ Weekly

Project 1-53 - Document Information by Machine Records for FI-Registry.

- A. What is it?--The project is to develop an index on documents received in the FI-Registry.
- B. When is it to be done?--Discussions relative to the project will begin December 1, 1952. A target date of February 1, 1953 has been established for the first experimental report. If the project is successful weekly reports would be rendered.
- C. Who is it for?--To provide an index of incoming documents by individuals, foreign organizations and areas to be used by intelligence officers of the Foreign Division of DD/P.
- D. How is it to be done?--Reviewing analysts in FI-Registry will underscore the pertinent information by individuals, organizations, and areas. This information will be punched into cards in accordance with codes to be developed.
- E. Where is it located?--The key punch operations will be located within the Registry to avoid the voluminous flow of documents that would be required if the punching were to be done in the Machine Records Division. The key punch operation will be under the supervision and control of the Machine Records Division.
- F. Why is it necessary?--Under present system intelligence officers desiring information on foreign organizations, individuals, and/or areas, or by area, organizations, and individuals must send a request to the Registry where a search is conducted by individual, organization and area. This information is accumulated and a written report returned to the requester. If the project is successful, the result will be considerable savings in time and personnel now involved in the searching and writing of reports.
- G. Date action initiated--
Estimated Completion Date--
% Completed as of this report--

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